

Printing Student Schedules Using the Report Card Template

This document outlines the steps to print student schedules using the PowerSchool report card template. The schedule report must be created prior to printing.

Printing Student Schedules

Select the desired group of students using the **Browse Students** area.

Note: For more information on browsing and selecting groups of students refer to Article #74791 in PowerSource.

Navigation: Student Selection > Print Report

1. Once the desired selection of students is displayed, select **Print Report** from the drop-down.



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2. which report would you like to print? Set it to the template that you created and is listed in the value drop-down list.

Option	Value
Which report would you like to print?	<div>Class Attendance Audit</div> <div>Class Attendance Audit</div> <div>Sample Web ID and Password Letter</div> <div>Sample-Lunch Statement</div> <div>phyllis</div> <div>Sample - 4 Qtr Report Card</div> <div>Sample - Attendance Letter</div> <div>Sample - HS Report Card</div> <div>Sample - MS Report Card</div> <div>Sample - Progress Report</div> <div>Sample - Quarter MS Report Card</div> <div>Sample - Student Schedules</div> <div>Student Schedule.1</div> <div>Sample - High School Transcript</div> <div>Sample - Lunch ID with Picture</div> <div>Sample - Middle School Transcript</div> <div>Sample - Student ID Badges</div> <div>Sample - Student Profile (Page 1)</div>
For which students?	
In what order?	
If printing student schedules, use...	
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	

Option	Value
Which report would you like to print?	<div>Student Schedule.1</div> <div>The selected 6 students</div>
For which students?	<div><input checked="" type="radio"/> All records in a single batch.</div> <div><input type="radio"/> Print only the first 2 records.</div> <div><input type="radio"/> All records in batches of records.</div>
In what order?	<div><input checked="" type="radio"/> Alphabetical</div> <div><input type="radio"/> By grade, then alphabetical</div> <div><input type="radio"/> By period 1 class, as of this date: 07/11/2013 (MM/DD/YYYY) (takes extra time)</div>
If printing student schedules, use...	<div><input checked="" type="radio"/> courses enrolled during current term</div> <div><input type="radio"/> enrollment as of 07/11/2013 (MM/DD/YYYY)</div>
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	<div>Current School Year</div> <div>(MM/DD/YYYY) to (MM/DD/YYYY)</div>
Watermark Text	<div></div> <div></div>
Watermark Mode	<div>Overlay</div>
When to print	<div>ASAP</div> <div>(MM/DD/YYYY) /</div>

Submit

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3. Select print options for each of the following:
 - a. For which students?
 - b. In what order?
 - c. If printing student schedules, use...
 - d. If printing fee list, only include transactions conducted during...
4. Click **Submit** to print.

Sample Schedule

Schedule for Student Schedule				
July 10, 2013				
Full Name:				
Grade: 10				
Student Number:				
Gender: M				
Date Enrolled: 08/26/2013				
Period	Term	Course	Teacher	Room
1(A-B)	S1	AMERICAN HISTORY I: THE FOUNDING PRINCIP		PodK
1(A-B)	S2	ENGLISH II (HONORS)		T4
2(A-B)	S1	ALGEBRA II (HONORS)		107
2(A-B)	S2	ANALYTIC GEOMETRY/TRIGONOMETRY		304
3(A-B)	S1	COMMUNITY FIRST AID & SAFETY/EMERGENCY R		T3
3(A-B)	S2	SOCIOLOGY/PSYCHOLOGY		131
4(A-B)	S1	THEATRE ARTS II		AUD
4(A-B)	S2	EARTH SCIENCE (HONORS)		

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